

INTERMEDIATE
STUDIES

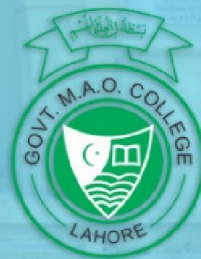
PROSPECTUS 2019



GOVT.
M.A.O. COLLEGE
LAHORE



Welcome to Govt. M.A.O. College



GOVERNMENT M.A.O COLLEGE LAHORE

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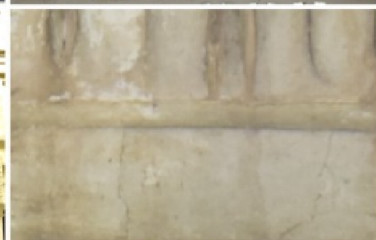
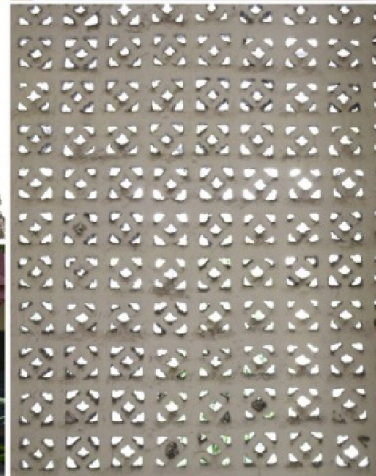
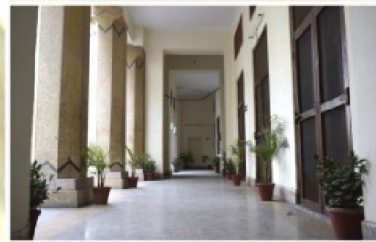
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Principal's Message

Dear Students,

I welcome you on behalf of my colleagues and myself at Govt. M.A.O. College, Lahore. Govt. M.A.O. College stands towering amongst the institutions of Punjab in providing education of a high standard at Intermediate (F.A, F.Sc., I.Com, ICS, BS(H) and Post Graduate levels. This college is offering its students opportunities for overall development amidst a disciplined and peaceful environment in multiple phases. We have a qualified faculty with 20 Ph.D's and 43 M.Phil's imparting knowledge in different disciplines at most affordable rates.

Govt. M.A.O. College, Lahore adjacent to the Civil Secretariat with a dedicated Metro Bus and Orange Train Stations is a prestigious seat of learning in disciplines of Arts, Computer Science, Commerce, Social and Pure Sciences. It was founded in 1933 by Anjuman-e-Islamia at Amritsar. Professor S. Mercado was appointed as the first Principal of the College after its establishment in 1933. After partition in 1947 the college was shifted to Lahore to its present building, which belonged to Sanatan Dharama (SD) College, established in 1916. The likes of Dr. M.D Taseer, Prof. Dr. Dilawar Hussain and Prof. Karamat Hussain Jaffari have served the college as its Principals. Govt. M.A.O. College, Lahore has produced renowned scholars and distinguished teachers, judges, professional men, politicians, scientists and sportsmen. They include Akhtar Hussain Raipuri, Faiz Ahmad Faiz, Nazir Ahmad Qureshi, Dr. Imdad Hussain, Sahibzada Mahmood-ul-Zafar, Dr. M.A. Azeem, Arif Abdul Mateen, Dr. Khalid Aftab, Amjad Islam Amjad, Atta-ul-Haq Qasmi, Saqlain Mushtaq, Taufeeq Umer, Saeed Ajmal, Sohail Fazal, Muhammad Saqlain, Naveed Aalam, Salman Akbar and the list goes on. During Eighty Six years of its history the college has left indelible imprints in every phase of human life. The Alumni of the college has won laurels not only for their Alma mater but also served the country in different capacities in almost all spheres of life. The college has enviable atmosphere not only conducive to the academic pursuits but also fruitful for Co-Curricular and Extra- Curricular Activities with emphasis on Sports, Debates and Dramatics. There are many literary, science and cultural societies contributing to the balanced personality development of the future generation of Pakistan. The college thus provides ample opportunities to the students to discover themselves, realize their potentials and prepare for the challenges of life.

Govt. M.A.O. College offers BS (Hons.) Programme in twelve disciplines and M.A classes in six disciplines. M.A.O. College has co-education at BS (Hons.) & M. A. level and provides a congenial atmosphere to all the students. At Post Graduate Levels it offers classes in English, Economics, Mathematics, Mass Communication, Psychology, and Urdu. At BS (Hons.) levels it offers classes in the disciplines of Chemistry, Computer Science, Mathematics, English, Economics, Physics, Mass Communication, . Botany, Political Science & Psychology.

Prof. Dr. Farhan Ebadat Yar Khan
Principal



ADMINISTRATION

- ◆ **Prof. Dr. Farhan Ebadat Yar Khan**
Principal
- ◆ **Prof. Dr. Mamoonah Mushtaq**
Dean of Arts and Social Sciences
- ◆ **Ms. Sadiqa Maqbool**
Dean of Languages
- ◆ **Mr. Muhammad Aleem Taffazul**
Additional Registrar
- ◆ **Mr. Muhammad Habib**
Controller Examination
- ◆ **Mr. Shahbaz Ali**
Estate Officer
- ◆ **Mr. Zahid Aziz Khan**
Chairman Disciplinary Committee
- ◆ **Prof. Riaz Ahmad Hashmee**
Vice Principal
- ◆ **Prof. Dr. Aaliya Rehman**
Dean of Sciences
- ◆ **Mr. Babur Zaman Khan**
Registrar/ BS (H) Coordinator
- ◆ **Mr. Muhammad Ibrahim**
Incharge 2nd Shift and Evening Programme
- ◆ **Mr. M. Muharaf Ansari**
Deputy Controller Examination BS(H) Programme
- ◆ **Mr. Waqas Ahmad Shahbaz**
Advisor Students Affairs
- ◆ **Mr. Tauseef Sadiq**
Staff Secretary/Chief Proctor



FACULTY OF ARTS/ SOCIAL SCIENCES & COMMERCE

COMMERCE & BUSINESS ADMINISTRATION

- | | |
|---------------------------|--|
| • Muhammad Ibrahim | Head of Department/ Associate Professor |
| • Syed Anwar Hussain | Assistant Prof. |
| • Muhammad Gulraiz | Lecturer |
| • Faisal Manzoor | Lecturer |
| • M. Naeem | Lecturer |
| • Asif Javed | Lecturer |

ECONOMICS DEPARTMENT

- | | |
|------------------------------------|--|
| • Mr. Muhammad Toseef Sadiq | Head Of Department /Assistant Professor |
| • Mr. Muhammad Ejaz | Assistant Professor |
| • Mr. Muhammad Irshad | Assistant Professor |
| • Mr. Asif Javed | Assistant Professor |
| • Mr. Hassan Abbas | Assistant Professor |
| • Ms. Nadia Erum | Lecturer |
| • Mr. Imran khan | Lecturer |

ENGLISH DEPARTMENT

- | | |
|-----------------------------|---|
| • Ms. Sadiqa Maqbool | Dean of Languages & Head of Department/Associate Professor |
| • Ayub Altaf | Associate Professor |
| • Ahmad Aleem | Associate Professor |
| • Amjad Afzal | Associate Professor |
| • Agha Rehan Gul | Associate Professor |
| • Tariq Zubair | Associate Professor |
| • Nadeem Fazal | Associate Professor |
| • Abdul Rauf | Assistant Professor |
| • Zafar Khan | Assistant Professor |
| • Abid Latif | Assistant Professor |

ENGLISH DEPARTMENT (Continue)

• Abdul Saboor	Assistant Professor
• Waseem Fazal	Assistant Professor
• Tahir Masood	Assistant Professor
• Asif Usmani	Assistant Professor
• Imtiaz Ahmad Awan	Assistant Professor
• Muhammad Aleem Tafazul	Assistant Professor
• Akram Ali Malik	Assistant Professor
• Shamim Ahmad	Assistant Professor
• Azhar Javed Shad	Lecturer
• Muhammad Fazal	Lecturer
• Sara Khan	Lecturer
• Fizza Butt	Lecturer

HISTORY DEPARTMENT

• H. Safdar Bashir	Head of Department/Assistant Prof.
• Syed Jamal Hussain	Assistant Prof.
• Shahbaz Ali	Assistant Prof.
• Azra Shuaib	Assistant Prof.
• Ghulam Farid Watto	Lecturer
• Yawar Haroon	Lecturer

ISLAMIAT DEPARTMENT

• Hafiz Muhammad Yaqoob	Head of Department/Associate Prof.
• Hafiz Muhammad Rafique	Associate Prof.
• Muhammad Waseem Qureshi	Assistant Prof.
• Isbah Ul Khair Bhatti	Lecturer
• H. Naseer Ahmad	Lecturer
• H. M. Anwar	Lecturer
• H. Abdullah Kilani	Lecturer

MASS COMMUNICATION DEPARTMENT

• Zahid Aziz Khan	Head of Department/Associate Prof.
• Amber Mubeen	Assistant Prof.
• Sayra Hussain	Lecturer
• Afaq Julius	Lecturer

PERSIAN DEPARTMENT

- | | |
|-------------------------|---|
| • Muhammad Afzal | Head of Department/Associate Prof. |
| • Gul Nawaz | Associate Prof. |

PHILOSOPHY DEPARTMENT

- | | |
|---------------------------|-----------------|
| • Mr. Awais Mahmood Sadhu | Assistant Prof. |
|---------------------------|-----------------|

HEALTH & PHYSICAL EDUCATION DEPARTMENT

- | | |
|------------------------|---|
| • Suhail Bashir | Head of Department/Assistant Professor |
| • Muhammad Sarwar | Assistant Professor |
| • Sarfraz Ali Tahir | Assistant Professor |

POLITICAL SCIENCE & PAK. STUDIES DEPARTMENT

- | | |
|--------------------------|---|
| • Zahdi Aziz Khan | Head of Department/Associate Prof. |
| • Kamran Butt | Associate Prof. |
| • Sh. Salahuddin Ashraf | Assistant Prof. |
| • Mirza Shahid Baig | Assistant Prof. |
| • Iftikhar Ahmad | Assistant Prof. |
| • Lubna Yousaf | Assistant Prof. |
| • Khushbakht Bajwa | Lecturer |
| • M. Shahzad | Lecturer |
| • Qaisar Abbas | Lecturer |

APPLIED PSYCHOLOGY DEPARTMENT

- | | |
|-----------------------------------|---|
| • Prof. Dr. Mammona Shahid | Dean of Arts and Social Sciences & Head of Department/ Professor |
| • Dr. Shabbir Ahmad Rana | Associate Prof. |
| • Dr. Fariha Iram | Assistant Prof. |
| • Mrs. Safia Sultana | Assistant Prof. |
| • Dr. Ayesha Haroon | Assistant Prof. |
| • Dr. Ambreen Anjum | Assistant Prof. |
| • Saleem Gul | Lecturer |
| • Mrs. Tayyba Noor | Lecturer |
| • Waqas Hassan | Lecturer |
| • Muhammad Imran | Lecturer |

PUNJABI DEPARTMENT

- | | |
|-------------------------------|---|
| • Mushtaq Ahmad Hanjra | Head of Department/Assistant Prof. |
| • Dr. Naheed Zafar | Assistant Prof. |
| • Miss. Mahjbeen | Lecturer |

URDU DEPARTMENT

- | | |
|---------------------------------|---|
| • Mazhar Ul Hassan Mirza | Head of Department/Associate Prof. |
| • Sikandar Bin Tufail | Associate Prof. |
| • Muhammad Tariq | Assistant Prof. |
| • Atif Khalid Butt | Assistant Prof. |
| • Sajid Siddiq Nizami | Assistant Prof. |
| • Shahzadi Parveen | Assistant Prof. |
| • Shafqat Rasool Mirza | Assistant Prof. |
| • Tariq Kaleem | Assistant Prof. |
| • Amjad Ali Bhatti | Lecturer |
| • Waqas Ahmad Shahbaz | Lecturer |
| • Dawood Hussain | Lecturer |

FACULTY OF SCIENCES

BOTANY DEPARTMENT

- | | |
|-----------------------------|---|
| • Dr. Rashid Mahmood | Head of Department/Associate Prof. |
| • Dr. Shahbaz Ali | Associate Prof. |
| • M. Akram Shahid | Associate Prof. |
| • Sohail Sheikh | Associate Prof. |
| • Dr. Khadim Hussain | Assistant Prof. |

CHEMISTRY DEPARTMENT

- | | |
|---------------------------|---|
| • M. Sohail Yousaf | Head of Department/Associate Prof. |
| • Dr. Waqar Nasir | Associate Prof. |
| • Dr. Azher Saeed | Associate Prof. |
| • Shakil Ahmed | Assistant Prof. |
| • Muhammad Abbas | Assistant Prof. |
| • Dr. Kaniz Rubab | Assistant Prof. |
| • Shakila | Assistant Prof. |
| • Amna Rehman | Assistant Prof. |
| • Samra Amanat | Assistant Prof. |
| • Ammar Saeed | Lecturer |
| • H. Akhtar | Lecturer |

MATHEMATICS DEPARTMENT

- | | |
|-------------------------|--|
| • Muhammad Habib | Head of Department/Associate Prof |
| • Dr. Malik Anjum Javed | Associate Prof. |
| • Dr. Mehmood Alam | Assistant Prof. |
| • Liaqat Ali | Assistant Prof. |
| • Dr. Amir Mehmood | Assistant Prof. |
| • Syed Asif Iqbal Kazmi | Assistant Prof. |
| • Muhammad Ajmal | Lecturer |
| • Muhammad Saeed | Lecturer |
| • Ali Raza | Lecturer |

PHYSICS DEPARTMENT

- | | |
|---------------------------------------|--|
| • Prof. Dr. Aaliya Rehman Khan | Dean of Sciences & Head of Department |
| • Ahmad Ali | Associate Prof. |
| • Fauzia Jabeen | Associate Prof. |
| • Dr. Farrukh Shahzad | Associate Prof. |
| • Abdul Rab | Associate Prof. |
| • Dr. Musharaf Ansari | Associate Prof. |
| • Mohsin Jameel | Associate Prof. |
| • Faisal Mahmood | Lecturer |
| • Shahid Iqbal | Lecturer |
| • Ali Kamran | Lecturer |



COMPUTER SCIENCE DEPARTMENT

- | | |
|---------------------------|---|
| • Muhammad Ibrahim | Head of Department/Associate Professor |
| • Irfan Shabbir | Assistant Professor |
| • M. Zeeshan Shabbir | Lecturer |

GEOGRAPHY DEPARTMENT

- | | |
|-------------------------|---|
| • Muhammad Abbas | Head of Department/Associate Prof. |
| • Rashid Ur Rasheed | Associate Prof. |

STATISTICS DEPARTMENT

- | | |
|---------------------------|--|
| • Syed Aqdas Abbas | Head of Department/ Associate Prof. |
| • Muhammad Ibrahim | Associate Prof. |
| • Muhammad Saleem | Assistant Prof. |
| • Ashfaq Ali | Assistant Prof. |
| • M. Noor Ul Amin | Lecturer |

ZOOLOGY DEPARTMENT

- | | |
|----------------------------------|---|
| • Babur Zaman Khan | Head of Department/Assistant Professor |
| • Prof Riaz Ahmad Hashmee | Vice Principal |
| • Waseem Abbas | Assistant Professor |
| • Muhammad Asim | Assistant Professor |
| • Tayyab Manzoor | Lecturer |

LIBRARIAN

- | | |
|-----------------|-----------|
| • Mr. Azhar Jan | Librarian |
|-----------------|-----------|



ADMISSION

General Rules for Admission

Entrance Requirements

- a) The student must have passed Secondary School Certificate (Matriculation) or O-Level in the 1st annual 2019/ 2nd annual 2018.
- b) Maximum Age limit is 18 years extendable upto 20 years for fresh candidates of annual 2019.

Note:

Secondary School Certificate (Tech) candidates are not eligible.

Admission Procedure

- i. Admission is granted only on merit basis.
- ii. Admission form is attached with prospectus.
- iii. The Applicant will write the category clearly on top of the application form.
- iv. The Applicant will appear before interview committee along with original documents on specified dates.
- vi. Challan form will be issued by the account office after interview.

Required Documents

- i. 3-attested copies of Provisional Certificate/Result Card/Mark Sheet.
- ii. One attested photocopy of Character Certificate from the institution last attended.
- iii. 4-duly attested passport size photographs.
- iv. 4-self addressed postal envelopes required at the time of admission.
- v. Photocopy of Father/Mother/Guardian's CNIC
- vi. A Migration Certificate in case of Board other than Lahore Board.
- vii. After getting admission in the college, if a student has already registered with an other institute, he will himself be responsible for cancellation of his previous registration.



Examination Fee/Dues:

I. All fee and dues are charged annually at the beginning of session for 1st and 2nd year classes according to schedule.

ii. The Student's name will be dropped from the college rolls if he does not pay the dues.

iii. Re-admission is allowed only on the recommendation of the Admission Committee and approval of the Principal.



ONLINE COLLEGE ADMISSIONS SYSTEM (OCAS)

For online admission visit website:

www.ocas.punjab.gov.pk

How to go for online admission

- i. Click the tab of (Apply Online).
- ii. Type Matric Roll No.
- iii. Select Board.
- iv. Select year of passing.
- v. Choose your College and program you wish to join.
- vi. Print a copy of application and deposit Rs. 25/- as processing fee of online admission.
- vii. Status of admission /application can be checked online.

Admission Quota

1. Disability:

2 % of total seats are reserved for disable candidates. The candidates shall attach Disability Certificate issued by District Disability Board or the District Assessing Board with the admission form.

2. Sports Quota:

2 % admission on sports basis is reserved only in Arts group.

Fee Concession

- i. Fee concession and stipends for deserving students are granted on the recommendation of committee constituted for this purpose.
- ii. Students are advised to submit application along with supporting documents to get fee concession.

Eligibility for Fee Concession

- i. Need based
- ii. Academic performance
- iii. Regularity in classes.

Concession can be granted to orphans on compassionate grounds.



College Fee/Dues

- i. All fee and dues are charged annually at the beginning of academic session.
- ii. Schedule for fee will be issued accordingly
- iii. The applicants will be dropped due to non payment of dues /fee at the prescribed dates.
- iv. Re-admission can be granted on the recommendation of the Admission Committee and approval of the Principal.

DUES / FEE

Admission Fee Morning Classes

SR. NO	DISCIPLINE	DUES
1	Pre-Medical	3930/-
2	Pre-Engineering	3870/-
3	ICS Computer Science	3885/-
4	Humanities Group	3885/-
5	I.Com (Commerce)	3765/-

NOTE:

- I. Rs. 1800/-per annum computer fee will be charged from the students who opt for computer as an elective subject.
- ii. Rs. 800/-per student per month for those who avail the college transport facility.
- iii. The amount of fee/dues may vary as per instructions of the Govt. of the Punjab.

Admission Fee 2nd Shift Classes

SR. NO	DISCIPLINE	DUES
1	Pre-Medical	7530/-
2	Pre-Engineering	7470/-
3	ICS Computer Science	7485/-
4	Humanities Group	7485/-
5	I.Com (Commerce)	7365/-

NOTE:

The amount of Fee / Dues may vary as per rules / instructions of the Govt. of the Punjab

COURSES OF STUDY

Intermediate 1st year subject combination

(MORNING & EVENING)

Sr. No.	Group	Compulsory			Selective/Group Related		
1	Pre-Medical	English	Urdu	Islamic Education (Comp)	Biology	Chemistry	Physics
2	Pre. Engineering	English	Urdu	Islamic Education (Comp)	Maths	Chemistry	Physics
3	I.C.S (Physics)	English	Urdu	Islamic Education (Comp)	Physics	Maths	Computer
4	I.C.S (Stats)	English	Urdu	Islamic Education (Comp)	Stats	Maths	Computer
5	I.Com	English	Urdu	Islamic Education (Comp)	Commerce	Geography	Accounting/ B. Maths
6	General Science	English	Urdu	Islamic Education (Comp)	Statistics	Mathematics	Economics

ARTS (MORNING)

Sr. No.	Group	Compulsory			Selective/Group Related		
1	Arts	English	Urdu	Islamic Education (Comp)	Statistics	Economics	English Literature
2	Arts	English	Urdu	Islamic Education (Comp)	Statistics	Economics	Psychology
3	Arts	English	Urdu	Islamic Education (Comp)	Statistics	Economics	Philosophy
4	Arts	English	Urdu	Islamic Education (Comp)	Punjabi	Civics	Psychology
5	Arts	English	Urdu	Islamic Education (Comp)	Punjabi	Civics	History of Pakistan
6	Arts	English	Urdu	Islamic Education (Comp)	Punjabi	Civics	History of Islam
7	Arts	English	Urdu	Islamic Education (Comp)	Punjabi	Civics	History of Muslim India
8	Arts	English	Urdu	Islamic Education (Comp)	Punjabi	Geography	History of Pakistan
9	Arts	English	Urdu	Islamic Education (Comp)	Punjabi	Geography	History of Islam
10	Arts	English	Urdu	Islamic Education (Comp)	Punjabi	Geography	History of Muslim India
11	Arts	English	Urdu	Islamic Education (Comp)	Punjabi	Islamic Std. (E)	Psychology
12	Arts	English	Urdu	Islamic Education (Comp)	Punjabi	Islamic Std. (E)	History of Islam
13	Arts	English	Urdu	Islamic Education (Comp)	Punjabi	H. & Phy. Edu.	Psychology
14	Arts	English	Urdu	Islamic Education (Comp)	Punjabi	H. & Phy. Edu.	History of Pakistan
15	Arts	English	Urdu	Islamic Education (Comp)	Punjabi	H. & Phy. Edu.	History of Islam
16	Arts	English	Urdu	Islamic Education (Comp)	Punjabi	H. & Phy. Edu.	History of Muslim India
17	Arts	English	Urdu	Islamic Education (Comp)	Persian	Geography	History of Pakistan

Sr. No.	Group	Compulsory			Selective/Group Related		
18	Arts	English	Urdu	Islamic Education (Comp)	Persian	Geography	History of Islam
19	Arts	English	Urdu	Islamic Education (Comp)	Persian	Geography	History of Muslim India
20	Arts	English	Urdu	Islamic Education (Comp)	Persian	Islamic Std. (E.)	Psychology
21	Arts	English	Urdu	Islamic Education (Comp)	Urdu Literature	Civics	History of Pakistan
22	Arts	English	Urdu	Islamic Education (Comp)	Urdu Literature	Civics	History of Islam
23	Arts	English	Urdu	Islamic Education (Comp)	Urdu Literature	Civics	History of Muslim India
24	Arts	English	Urdu	Islamic Education (Comp)	Urdu Literature	H.& Phy. Edu.	Psychology
25	Arts	English	Urdu	Islamic Education (Comp)	English Literature	Civics	Psychology
26	Arts	English	Urdu	Islamic Education (Comp)	English Literature	Geography	Psychology
27	Arts	English	Urdu	Islamic Education (Comp)	English Literature	H. & Phy. Edu.	Psychology

ARTS (EVENING)

1	Arts	English	Urdu	Islamic Education (Comp)	Civics	Islamic Study	Punjabi
2	Arts	English	Urdu	Islamic Education (Comp)	Civics	Islamic Study	H & Phy. Education
3	Arts	English	Urdu	Islamic Education (Comp)	Islamic Study	Economics	Punjabi







EXAMINATIONS

Examination Rules

- i. The Examination Forms of the students of Intermediate Classes are submitted to BISE Lahore provisionally. In case a student fails to attend 75% of the total number of lectures delivered in each subject, as required by BISE Lahore, his Examination Admission form will be withdrawn from BISE Lahore.
- ii. Every student must appear in the December Test conducted during the month of December / January. A student who remains absent in these Examinations shall be fined @ Rs.200 per paper up to a maximum of Rs.1200/- . Such a student will have to appear in a makeup test for December test.
- iii. A student who remains absent in the December Test, due to illness or unavoidable circumstances, will be allowed to appear in the make-up test, in paper he remained absent , according to the schedule notified by the Controller of Examinations. Such students will have to file an application along with the documentary proof for permission to appear in the Make-up Test to the Controller of Examinations within 7 days after the December Test. If such a student does not appear in the make-up Test, he shall be fined according to the Rules.
- iv. The internal grade of each student for the intermediate examination to be conducted by BISE Lahore will be calculated on the basis of his performance in December Test/Make up Test.
- v. The Examination Form of a student of class XII who scores an "F" internal grade, will not be forwarded to the Board of Intermediate and Secondary Education Lahore for the Annual Examination.

Internal Examinations

The students of 1st year class at intermediate level have to appear in internal examinations and class tests during their two years stay in this institution according to the schedule of tests.





Schedule of Tests for XI & XII

Type of Test	Duration	Conducted by	Max. Marks	No. of Tests	Months
Class Test	50 min.	Class Teacher	50	1	NOVEMBER
Dec. Test/ House Examination	3 hours	Exam. Deptt.	100	1	DECEMBER
Class Test	50 min.	Class Teacher	50	1	JAN. & FEB.
Pre-Board Examination	3 hours	Exam. Deptt.	100	1	MARCH

Pre-Board Examinations

At the completion of courses, the office of the Controller of Examination will hold this exam. The Examination will start in the month of March and it is compulsory for all students. The admission form submitted to BISE Lahore of the student who does not take this Examination may be withdrawn before the commencement of Final Annual Examination of BISE Lahore.





DISCIPLINE

Disciplinary Rules

A student is not expected:

- i. to fail to display his I.D. Card during college hours.
- ii. to take part in any kind of Political/Anti Institutional Activities.
- iii. to use drugs at the campus.
- iv. to keep any kind of arms in the college premises..
- v. to involve in immoral activities.
- vi. to damage college property .

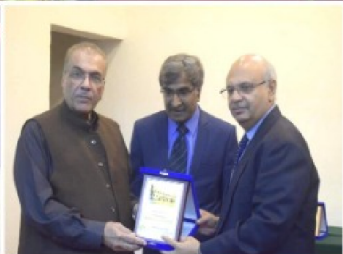
**Mobile/ Cell Phone as per ruling of Govt. of the Punjab
is prohibited in Campus.**

Anti-Harassment Committee

Govt. M.A.O College, Lahore is committed in creating and maintaining conducive Educational and working environment free from any kind of discrimination and harassment. The College Anti-Harassment Committee has been entrusted with the responsibility to deal with cases of extra ordinary sensitive nature. This committee takes up all representation on priority basis and ensures effective dispensation of justice, irrespective of status, faith, class or gender of the complainant while maintaining confidentiality of the matter.

College Uniform

1. **Uniform for (1st Shift)**
(1) White Shirt (2) Grey Trousers (3) Uniform Neck Tie (Blue & Grey Stripes)
(4) Black Shoes (5) Navy Blue Blazer/ Sweater (for winter only)
2. **Uniform for (2nd Shift)**
(i) Blue Shirt (ii) Grey Trousers (iii) Uniform Neck Tie (Blue & Grey Stripes)
(iv) Black Shoes (v) Navy Blue Blazer / Sweater (for winter only)





College Identity Card

- i. It is compulsory for every college student to obtain his identity card from the Registrar Office. .
- ii. If an identity card is lost a new card can be obtained after depositing a fine of Rs. 100/
- iii. No certificate will be issued unless the student has deposited his identity card to the college.

College Timings

College starts at 08:00 am.

No students will be allowed to leave the college before the ending time of the classes.

Attendance

The minimum attendance percentage in each subject to qualify for final examination is being 75% as per BISE regulations

- I. In case a student leaves the college without approval of sanctioning/ concerned authority and if his attendance falls below 50% in a month, he will be dropped from the College Rolls and his status will be notified and communicated to the parents.
- ii. The name of the student will be dropped from the College Rolls if he remains absent for 05 days in a month.
- iii. A student whose name has been dropped from the College Rolls may be allowed to take Re-admission only once.
- iv. The Re-admission fee is Rs. 2000/-.
- v. The students remaining absent from the class are fined as per notification from the concerned teacher.
- vi. As per Board/College rules 75% of the total number of lectures delivered in each subject are compulsory to attend for a student otherwise his admission will be withheld.
- vii. The Principal reserves the right to expel a student from college on account of misconduct/failure to pull up academically.
- viii. Internal grades are evaluated after 4 monthly tests in intermediate classes, which are inscribed on the student's certificate.

Leave Rules

- I. Leave is granted only on the basis of recommendation of class teacher.
- ii. Leave application has to be submitted and get it sanctioned as per rules.
- iii. Leave availed will not be counted to qualify for 75% attendance required as per Board Regulations.





Life at M.A.O. College

Tutorial System

1. A tutorial system has been established for social and moral training of students.
2. The groups work under the supervision of the tutor.
3. A tutor will arrange a schedule for his group meetings.
4. The tutor will be responsible for maintaining the academic and administrative record of the student.

Societies

To provide all students platform where they could develop, explore, personal, artistic and social dimension of their personality. The societies and clubs aim at promoting a diverse range of interests in our students. Social and literary societies are working in the college focusing on the development of artistic personal and social dimensions of students.

Following societies are working in the college:

- i. Red Crescent Society
- ii. Dramatic Society
- iii. Hiking Club
- iv. Debaters Society

Library and Reading Room

The main library of the College (Science & Arts) stocks more than thirty five thousands rare, valuable, old and modern books. Besides the main library, there are departmental libraries as well in the post graduate departments. The Main Library also contains numerous magazines and national newspapers which are received regularly in the library. The development of E-Library is underway.

1. Two books can be borrowed at a time.
2. Borrowed books should be returned within 14 days or a fine will be charged @ Rs. 2 per day.
3. A lost library book has to be replaced by the borrower or a double of the cost and a fine shall be charged.
4. In case of any damage to the library book disciplinary action will be taken against the defaulters.
5. Reference books are not issued to the students and can be studied in the reading room attached to the library.





Proctorial System

To maintain discipline and order in the College, there is a Proctorial Board comprising of Chief Proctor, Secretary Proctorial Board and a team of staff members. Every member of a team is called a proctor and, therefore, can check any student on campus. Cases of violations of College discipline are reported to the Chief Proctor, who immediately takes appropriate action. Fines imposed by the Chief Proctor or the Proctorial Board shall not be remitted or reduced. A proctor shall ensure that students:

- i. Display College Identity Card
- ii. Must dress up in the College Uniform.
- iii. Should not disturb the academic atmosphere.

College Magazine

College magazine "IQRA" is published annually under the supervision of College Magazine and Publication Committee with English, Urdu and Punjabi sections to explore literary potentials of the students through their writings.

Bulletin

A college use bulletin "IQRA" is published regularly to keep the students informed of all notices/ orders, and progress related to college affairs. Any notice published in bulletin is considered to be communicated to all the students.

Dispensary

A well equipped dispensary is available for first aid in case of emergency.

Auditorium

The College is facilitated with an auditorium. It caters to the educational and cultural needs of the students.

Mosque

In order to facilitate Islamic teachings and the observance of the five obligatory prayers, there is a mosque situated at the College Campus. In the mosque, there are facilities for daily as well as Friday prayers.

Water-Filtration Plant

A hi-tech modern filtration plant has been installed in the college by Govt. of the Punjab in collaboration with Nestle (Pakistan) Ltd. It provides quality drinking water to the students and the staff.



Seminar Room

There is a seminar room for about 150 students in the Post Graduate Block.

Transport Facility

A limited transport facility is available for the students on specific routes. The transport office generally issues passes for the New Academic Year from the date classes begin at the campus.

Motorcycle Stand

At Gate No.4 Sanda Road, an area has been allocated for motorcycle stand. Although security guards are there, it is advised to the students and workers to keep their vehicles properly locked. The College Administration will not be responsible for any theft or damage. The stand remains open from 07:30 am to 05:00 pm.

Attestation/ Issuance of Certificates

The students are advised to contact office of the Controller of Examinations in connection with the attestation / Issuance of the following certificates:

- a. Admission Forms
- b. Forms for recruitment in Armed Forces/ Police etc.
- c. Expectancy Certificate for Armed Forces / Police etc. for recruitment.
- d. Forms for Admission Abroad.
- e. Character Certificates Issued by the Head of Departments.





OFFICES AND THEIR FUNCTIONS

Students are advised to Contact following offices for Information / Problems:

◆ **Vice Principal Office**

1. Change in Discipline / Subjects
2. Fee concession
3. Any other Issue

◆ **Registrar Office**

1. Any Issue regarding Registration.
2. Correction in Name/Subject Registered in BISE Lahore,
3. Distribution of College Cards & Duplicate College Card.
4. LTC Facility (Lahore Transport Company) Green Card.
5. Attendance issues.
6. PEEF Scholarship
7. For Merit Scholarship

◆ **Main Office**

1. College Fee / Dues
2. Hope Certificate
3. Character Certificate
4. Roll no Slip

◆ **Controller Examination Office (Room # 55)**

All Issues Regarding internal Examinations

◆ **Information Office**

Information & Complaints

**Contact Principal Office in Person or
through Email/ Phone for any difficulty**

Email: govtmaocollege@gmail.com
Phone: 042-99214988, 042-99214986

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